

**DEPARTMENT OF SOCIAL SERVICES
SOUTHERN REGION
JOB OPPORTUNITY
“Anticipated”**

**INTERPRETER CLERK
(Spanish)**

Posting Date: November 3, 2006

Closing Date: November 16, 2006

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Position: Interpreter Clerk (Spanish)
Open To: The Public
Locations: New Haven, Middletown and Norwich Offices
Hours: Monday – Friday, 8:00 am to 4:30 pm (40 hrs per wk)
Bargaining Unit: Administrative Clerical (NP-3)
Salary Range: \$34,419 - \$45,159 Annually (CL-13)

Job Responsibilities:

Acts as an interpreter for staff and work situations involving Spanish speaking clients or individuals; translates letters and other documents; prepares correspondence; may perform general clerical functions such as processing and maintaining records and files; may operate office equipment including computer terminals or other automated equipment; performs related duties as required.

Minimum Qualifications Required

Knowledge, Skill and Ability:

Interpersonal skills; ability to speak, read and write both English and Spanish and to communicate information in either language to clients, staff and others; ability to follow oral and written instructions.

Experience and Training:

Any experience or training that would be expected to provide the knowledge, skills and abilities outlined above.

Special Requirement:

May be required to travel within the State.

Note: Appointments to these positions will be made in accordance with applicable collective bargaining agreements and priority consideration will be given to Re-employment, SEBAC and transfer list candidates as required. State employees currently holding the above title or those who previously have attained permanent status in this class may apply for a lateral transfer.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a State of Connecticut application for employment (PLD-1) and make sure that location preference is clearly indicated. The PLD-1 employment application form may be downloaded from the State of Connecticut's Department of Administrative Services website at:

[www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please Mail or Fax your completed PLD-1 directly to:

**Department of Social Services – Human Resources
194 Bassett Street
New Haven, CT 06511
FAX: (203) 789-6858
Attn: Ms. Lori-Anne Hilliard – Human Resources Assistant**

APPLICATIONS MUST BE RECEIVED NO LATER THAN NOVEMBER 16, 2006 CLOSE OF BUSINESS

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an Equal Opportunity / Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.